

**SUMTER COUNTY BOARD OF COMMISSIONERS  
EXECUTIVE SUMMARY**

**SUBJECT:** Purchase Order Approval (Staff recommends approval).

**REQUESTED ACTION:** Approve Purchase Orders

☐ Work Session (Report Only)    **DATE OF MEETING:** 1/26/2010  
☒ Regular Meeting                      ☐ Special Meeting

**CONTRACT:** ☐ N/A                                      Vendor/Entity: \_\_\_\_\_  
Effective Date: \_\_\_\_\_                      Termination Date: \_\_\_\_\_  
Managing Division / Dept: Budget & Purchasing

**BUDGET IMPACT:** \_\_\_\_\_  
☐ Annual                      **FUNDING SOURCE:** \_\_\_\_\_  
☐ Capital                      **EXPENDITURE ACCOUNT:** \_\_\_\_\_  
☐ N/A

**HISTORY/FACTS/ISSUES:**

PO Number	PO Amount	Vendor Name	PO Description
52206	\$25,045.00	Sumter Electric Cooperative, Inc.	Invoice # 80221 – aid to construction for work order.
53403	\$101,855.95	Cooksey Steel Company	Structural steel material for The Villages Sumter County Service Center

**PURCHASE ORDER**

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

**BOARD OF SUMTER COUNTY COMMISSIONERS**

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

52206

**TO**

**BUSHNELL, FLORIDA 33513-9402**

┌

┐ **DATE** January 20, 2010

**DEPT.** *Joseph H. Conway*  
Facilities Development

**BY** *Aminda Lopez*

Sumter Electric Cooperative, Inc.

P. O. Box 301

└ 330 South US Highway 301

Sumterville, FL 33585-0301

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
307-010-511-6506			The Villages Sumter County Service Center Project  Invoice # 80221 Invoice Date 1/19/10 for Aid to Construction for work order.	25,045.00	25,045.00
<b>TERMS:</b>				<b>TOTAL</b> 25,045.00	25,045.00

**DELIVER TO:** \_\_\_\_\_

**BOARD OF SUMTER COUNTY COMMISSIONERS**

**AUTHORIZED BY:** \_\_\_\_\_

**NOTE: ONLY ORIGINAL INVOICES  
WILL BE CONSIDERED FOR PAYMENT**

THIS IS TO CERTIFY THAT THE ABOVE GOODS WERE RECEIVED AND THAT THEY WERE OF  
THE QUANTITY AND QUALITY ORDERED AND PAYMENT FOR SAME IS HEREBY APPROVED.

**BY:** \_\_\_\_\_

OFFICER OR DEPT. HEAD

**DATE:** \_\_\_\_\_

**DISTRIBUTION:**

BLUE COPY - TO BOARD OF COUNTY COMMISSIONERS  
WHITE COPY - TO VENDOR  
CANARY COPY - TO DEPARTMENT HEAD  
GREEN COPY - TO BOARD OF COUNTY COMMISSIONERS

1. MAIL INVOICE TO BOARD OF COUNTY COMMISSIONERS
2. PLEASE SHOW OUR PURCHASE ORDER NUMBER ON ALL INVOICES
3. EACH SHIPMENT MUST BE COVERED BY A SEPARATE INVOICE
4. THE COUNTY OF SUMTER IS EXEMPT FROM STATE SALES AND USE TAX AND FEDERAL EXCISE TAXES. STATE SALES AND USE TAX CERTIFICATE NUMBER 85-8012622366C-3.



# PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

## BOARD OF SUMTER COUNTY COMMISSIONERS

53403

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

BUSHNELL, FLORIDA 33513-9402

**TO**

☐ Cooksey Steel Company  
 PO Box 391  
 Tifton GA 31793

DATE January 21, 2010  
 DEPT. Facilities Development  
 BY *[Signature]*

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
307-010-511-6506			Structural Steel material for The Villages Sumter County Service Center		
307-010-511-6506			See attached supporting document - Quote #38435	39,953.21	39,953.21
307-010-511-6506			See attached supporting document - Quote #38436	24,964.50	24,964.50
307-010-511-6506			See attached supporting document - Quote #38437	36,938.24	36,938.24
			Proposals attached		
			copy to Emmett Sapp Builders Inc original PO to be mailed to Cooksey Steel Company, Tommie Scott, PO Box 2631, Statesboro GA 30459 remittance address Cooksey Steel Company, PO Box 391 Tifton GA 31793		
<b>TERMS:</b>				<b>TOTAL</b>	101,855.95

**BOARD OF SUMTER COUNTY COMMISSIONERS**

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AUTHORIZED BY: \_\_\_\_\_

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BY: \_\_\_\_\_ DATE: \_\_\_\_\_

OFFICER OR DEPT. HEAD

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